

City of Bozeman Employee Handbook Policies

Replaces policies related to sick leaves on pgs. 25, 31, 33, and 34 of 2017 Employee Handbook.

SICK LEAVE

I. Policy

Sick leave is an absence with pay used to attend to healthcare needs or for an illness or injury suffered by an employee or a family member who is ill. For the purposes of sick leave use, "family member" means a parent, guardian, spouse or domestic partner, child, sibling, grandparent, or grandchild, and equivalent in-laws or stepfamily members. Employees who experience a loss, including reproductive loss not covered by bereavement leave, will be eligible to use sick leave.

II. Eligibility

Regular, seasonal, and temporary status employees are entitled to sick leave benefits. Employees entitled to sick leave begin accruing sick leave from the first date of employment.

Eligibility to use sick leave begins after the qualifying period of ninety (90) calendar days of employment.

Sick leave does not accrue during a leave of absence without pay.

III. Sick Leave Accrual

Sick leave is accrued at the rate of .046 per hour worked. For regular, full-time employees, this is 12 working days (96 hours) per year.

Sick leave is credited at the end of each pay period. Employees may not use sick leave until it is credited; no advance of sick leave is allowed.

There is no restriction on the number of sick leave hours employees may accumulate. However, business needs and state and federal requirements will inform the amount of approved leave allowed for any circumstance.

Unless there is a break in service, if an employee transfers between divisions or departments within the City, the sick leave balance transfers with the employee.

IV. Sick Leave Request

Unless physically unable to do so, employees must contact their supervisor within a reasonable time (generally two hours before the start of their scheduled shift) when they cannot attend work due to an unplanned illness. Employees on sick leave must communicate directly to their supervisor, or designee and must report in on a daily basis. If an employee is physically unable to report in, the employee may have someone else contact the supervisor within this time frame. The manner of subsequent communication regarding sick leave will be agreed upon by the supervisor and employee.

V. Sick Leave Use

Sick leave is taken in increments of one-quarter (1/4) hour. Exempt employees should only take sick leave in increments of whole or half days. Unless otherwise specified in an applicable collective bargaining agreement, time spent in sick leave status does not count for computing hours worked for overtime or compensatory time accrual purposes.

When completing time records, employees requesting leave must have an amount sufficient to cover the leave requested. Any month-end negative leave balances will be treated as leave without pay and may be cause for disciplinary action.

If an employee is out on sick leave for more than one (1) work week, the employee will be required to submit medical certification releasing them to work prior to their return to work. At any point, if the employer questions the use of sick leave, employees may be required to submit a medical certification of illness and authorization for return to work.

Sick leave may not be used to extend a resignation or termination date. Sick leave is paid at 25% of the accrued and unused leave, at the employee's base rate of pay at termination.

Abuse of sick leave is cause for discipline up to and including termination and forfeiture of the sick leave termination benefit.

Revision Summary

Revision Level	Date Revised	Approved by City Manager
2	10/2024	N/A
1	11/2017	2017 Employee Handbook Update